

# W. J. NIEDERKORN LIBRARY LIBRARY BOARD MEETING

## Minutes

Friday, November 18, 2011 8:30 A.M. In the Community Room of the Library

1. Roll call. Bob Bretl, Kay Goodwin, Judy Jones, Justin Ritter, Jim Vollmar, Dr. Mike Weber and Marie Zirbes. Absent: Tom Hudson. Also attending Director David Nimmer. Meeting called to order at 8:30 a.m. by President Ritter.
2. Correspondence. None.
3. Public comment (limit of 5 minutes per person). None.
4. Approval of minutes. Vollmar made a motion to accept the October 21, 2011 minutes and was seconded by Jones. Passed.
5. Approval of schedule of invoices. Bretl made a motion to accept the log of debits and invoices for November 2011 and was seconded by Zirbes. Passed.
6. Approval of balance sheets. Vollmar made a motion to accept the October 2011 balance sheets and was seconded by Zirbes. Passed. .
7. Approve readjustment of days closed for the holidays 2011. Vollmar made a motion for the Library to be closed Saturday, December 24 – Monday, December 26 and Saturday, December 31 – Monday, January 2 and was seconded by Zirbes. Passed.
8. Approve meeting date for December meeting. All OK with December 16<sup>th</sup> meeting date.
9. Approve the commission of a 50<sup>th</sup> anniversary painting. Nimmer will contact Jane Suddendorf for possible artists to submit work. Jones and Zirbes volunteered to be on a sub-committee with Nimmer to pick an artist and approve the piece.
10. Approve maintenance job description. Vollmar made a motion to accept the updated job description for the maintenance job and Jones seconded. Passed.
11. Consider a QBS process for interior redesign of the library. Discussion was held for a plan to update the main desk / circulation area, as far as room to check items in and out, self check-out machines, small meeting rooms, etc so a plan could be in place in 2012.
12. Information on proposed library district legislation. Nimmer made us aware of proposed legislation offering another method to organize and govern a public library.
13. Directors report.
  - A. Update on 2012 budget. The 2012 budget was approved by the Common Council. The tax rate is going down.
  - B. Concealed Carry and the library - update. The library can independently decide what we want to do as far as the ordinance is concerned. We will decide after we see what the City decides to do.
  - C. 50th Anniversary Celebration. The celebration was very nice. Kudos to Annie. It also was a kickoff for a Fall Author Series every year.
  - D. Automatic fire extinguisher for book drop room. It is here and needs to be installed.
  - E. Video surveillance in the library - update. So far only quote is \$8,000. Will seek more.
  - F. Performance review for Director will be at December 16 Board meeting.
  - G. Draft employee manual. City is redoing employee manuals for all employees. We should have it at December meeting.
  - H. Tom Rowe is retiring December 16<sup>th</sup>.
14. Adjournment was at 9:23 a.m. with a motion by Bretl and seconded by Zirbes. Passed.

Minutes respectfully submitted by Kay J. Goodwin.